

The Institute for American Indian Studies
Swigart-Hessel Social Engagement & Web Relations Internship
Funded by the Washington Scholarship Foundation

Reports to: Paul Wegner, Assistant Director, Research & Collections

About The Institute for American Indian Studies:

The Institute for American Indian Studies Museum & Research Center educates students and visitors through tours and programs about how Native Americans lived in these Eastern Woodlands for the past 11,000 years. Our mission is to...

*preserve and educate through discovery and creativity
the diverse traditions, vitality and knowledge of Native American cultures.*

Assignment Overview:

This assignment is intended to promote our social media and public relations on Museum activities as well as Wigwam Escape, our immersive interactive escape room, through assisting IAIS staff with publishing, archeological and administrative activities. This internship is designed for those interested in pursuing a career in publishing or social media management.

Expectations:

- Ability to work independently as well as take direction and work as a team member
- Eagerness to learn, enthusiastic and can-do attitude
- Demonstrates professionalism, accountability and follow through on work tasks

Specific Tasks:

- Assist staff with drafting, editing and publishing material for dissemination to the public through IAIS' social media, blogs, brochures and other forms of media.
- Assist staff with updating, organizing and developing content for IAIS' archaeological website, *Digging Into the Past*.
- Analyze IAIS social media and web sites' traffic and develop activity reports.
- Assist in field work alongside experts and fellow interns to develop materials for IAIS websites.
- Provide assistance with administrative work as needed, both in Research & Collections and in the Museum itself.

Qualifications:

- Experience using Microsoft Office – Word, Publisher, Powerpoint, Excel
- Experience using social media platforms – Facebook, Twitter, Instagram, Pinterest, Hootsuite
- Knowledge of website/blogging platforms – Wordpress (Google Blogger preferred)
- Additional: Knowledge of archaeological methods, practices and materials (not required)